

**AUTHORIZED
INFORMATION TECHNOLOGY SCHEDULE PRICELIST
GENERAL PURPOSE COMMERCIAL INFORMATION TECHNOLOGY
EQUIPMENT, SOFTWARE AND SERVICES**

Special Item No. 132-51 Information Technology Professional Services

Note: All non-professional labor categories must be incidental to and used solely to support hardware, software and/or professional services, and cannot be purchased separately.

SPECIAL ITEM NUMBER 132-51 - INFORMATION TECHNOLOGY (IT) PROFESSIONAL SERVICES

FPDS Code D301	IT Facility Operation and Maintenance
FPDS Code D302	IT Systems Development Services
FPDS Code D306	IT Systems Analysis Services
FPDS Code D307	Automated Information Systems Design and Integration Services
FPDS Code D308	Programming Services
FPDS Code D310	IT Backup and Security Services
FPDS Code D311	IT Data Conversion Services
FPDS Code D313	Computer Aided Design/Computer Aided Manufacturing (CAD/CAM) Services
FPDS Code D316	IT Network Management Services



**The Arbeit Group, Inc
1997 Annapolis Exchange Parkway
Suite 300
Annapolis, Maryland 21401
301-574-4652
www.thearbeitgroup.com**

Contract Number: **GS-35F-0023Y**

Period Covered by Contract: **August 17, 2011 – August 16, 2016**

General Services Administration
Federal Acquisition Service

Pricelist current through Modification #**29** dated **9/9/2011**.

Products and ordering information in this Authorized Information Technology Schedule Pricelist are also available on the GSA Advantage! System (<http://www.gsadvantage.gov>).

Table of Contents

Information for Ordering Activities Applicable to All Special Item Numbers.....	3
Terms and Conditions Applicable to Information Technology (IT) Professional Services (Special Item Number 132-51.....	10
Labor Category Descriptions.....	14
SubSIN Descriptions.....	15
USA Commitment to Promote Small Business Participation Procurement Programs.....	17
Blanket Purchase Agreement Federal Supply Schedule.....	18
Basic Guidelines for Using Contractor Team Arrangements.....	20

INFORMATION FOR ORDERING ACTIVITIES APPLICABLE TO ALL SPECIAL ITEM NUMBERS

SPECIAL NOTICE TO AGENCIES: Small Business Participation

SBA strongly supports the participation of small business concerns in the Federal Acquisition Service. To enhance Small Business Participation SBA policy allows agencies to include in their procurement base and goals, the dollar value of orders expected to be placed against the Federal Supply Schedules, and to report accomplishments against these goals.

For orders exceeding the micropurchase threshold, FAR 8.404 requires agencies to consider the catalogs/pricelists of at least three schedule contractors or consider reasonably available information by using the GSA Advantage!™ on-line shopping service (www.gsaadvantage.gov). The catalogs/pricelists, GSA Advantage!™ and the Federal Acquisition Service Home Page (www.gsa.gov/fas) contain information on a broad array of products and services offered by small business concerns.

This information should be used as a tool to assist ordering activities in meeting or exceeding established small business goals. It should also be used as a tool to assist in including small, small disadvantaged, and women-owned small businesses among those considered when selecting pricelists for a best value determination.

For orders exceeding the micropurchase threshold, customers are to give preference to small business concerns when two or more items at the same delivered price will satisfy their requirement.

1. GEOGRAPHIC SCOPE OF CONTRACT:

Domestic delivery is delivery within the 48 contiguous states, Alaska, Hawaii, Puerto Rico, Washington, DC, and U.S. Territories. Domestic delivery also includes a port or consolidation point, within the aforementioned areas, for orders received from overseas activities.

Overseas delivery is delivery to points outside of the 48 contiguous states, Washington, DC, Alaska, Hawaii, Puerto Rico, and U.S. Territories.

Offerors are requested to check one of the following boxes:

- ☐ The Geographic Scope of Contract will be domestic and overseas delivery.
- ☐ The Geographic Scope of Contract will be overseas delivery only.
- ☒ The Geographic Scope of Contract will be domestic delivery only.

2. CONTRACTOR'S ORDERING ADDRESS AND PAYMENT INFORMATION:

**The Arbeit Group, Inc
1997 Annapolis Exchange Parkway
Suite 300
Annapolis, Maryland 21401**

Contractor must accept the credit card for payments equal to or less than the micro-purchase for oral or written orders under this contract. The Contractor and the ordering agency may agree to use the credit card for dollar amounts over the micro-purchase threshold (See GSAR 552.232-79 Payment by Credit Card). In addition, bank account information for wire transfer payments will be shown on the invoice.

The following telephone number(s) can be used by ordering activities to obtain technical and/or ordering assistance:

(301) 574-4652

3. LIABILITY FOR INJURY OR DAMAGE

The Contractor shall not be liable for any injury to ordering activity personnel or damage to ordering activity property arising from the use of equipment maintained by the Contractor, unless such injury or damage is due to the fault or negligence of the Contractor.

4. STATISTICAL DATA FOR GOVERNMENT ORDERING OFFICE COMPLETION OF STANDARD FORM 279:

Block 9: G. Order/Modification Under Federal Schedule Contract

Block 16: Data Universal Numbering System (DUNS) Number: 113054857

Block 30: Type of Contractor: B. Other Small Business

Block 31: Woman-Owned Small Business - No

Block 37: Contractor's Taxpayer Identification Number (TIN): 52-2077070

Block 40: Veteran Owned Small Business (VOSB): A: Service Disabled Veteran Owned Small Business

4a. CAGE Code: 1UJ36

4b. Contractor has registered with the Central Contractor Registration Database.

5. FOB DESTINATION

6. DELIVERY SCHEDULE

a. TIME OF DELIVERY: The Contractor shall deliver to destination within the number of calendar days after receipt of order (ARO), as set forth below:

SPECIAL ITEM NUMBER

DELIVERY TIME (Days ARO)

132-51

As determined between Contractor and Ordering agency

Expedited Delivery: As determined between Contractor and Ordering agency

b. URGENT REQUIREMENTS: When the Federal Supply Schedule contract delivery period does not meet the bona fide urgent delivery requirements of an ordering activity, ordering activities are encouraged, if time permits, to contact the Contractor for the purpose of obtaining accelerated delivery. The Contractor shall reply to the inquiry within 3 workdays after receipt. (Telephonic replies shall be confirmed by the Contractor in writing.) If the Contractor offers an accelerated delivery time acceptable to the ordering activity, any order(s) placed pursuant to the agreed upon accelerated delivery time frame shall be delivered within this shorter delivery time and in accordance with all other terms and conditions of the contract.

c. i. SIN 132-54 and SIN 132-55, ACCELERATED SERVICE DELIVERY (7 calendar days or less): the time required for COMSATCOM services to be available after order award. Under Accelerated Service Task Orders, service acceptance testing, unless otherwise required by the satellite provider or host nation, shall be deferred until Ordering Activity operations permit.

ii. SIN 132-54 and SIN 132-55, TIME-CRITICAL DELIVERY (4 hours or less): the time required for COMSATCOM services to be available after order award. Under Time-Critical Task Orders, service acceptance testing unless otherwise required by the satellite provider or host nation shall be deferred until Ordering Activity operations permit. Time-Critical Delivery shall be predicated on the availability of COMSATCOM transponded capacity (contracted bandwidth and power, pre-arranged Host Nation Agreements, frequency clearance) or COMSATCOM subscription services (bandwidth, terminals, network resources, etc.).

iii. For SIN 132-54 and SIN 132-55, EXTENDED SERVICE DELIVERY TIMES: the time required under extenuating circumstances for COMSATCOM services to be available after order award. Such extenuating circumstances may include extended time required for host nation agreements or landing rights, or other time

intensive service delivery requirements as defined in the individual requirement. Any such extended delivery times will be negotiated between the Ordering Activity and Contractor.

7. DISCOUNTS: Prices shown are NET Prices; Basic Discounts have been deducted.

- a. Prompt Payment: **0%** - **30** days from receipt of invoice or date of acceptance, whichever is later.
- b. Quantity **None**
- c. Dollar Volume **None**
- d. Government Educational Institutions **None**
- e. Other **None**

8. TRADE AGREEMENTS ACT OF 1979, as amended:

All items are U.S. made end products, designated country end products, Caribbean Basin country end products, Canadian end products, or Mexican end products as defined in the Trade Agreements Act of 1979, as amended.

9. STATEMENT CONCERNING AVAILABILITY OF EXPORT PACKING:

10. Small Requirements: The minimum dollar value of orders to be issued is \$100.00.

11. MAXIMUM ORDER (All dollar amounts are exclusive of any discount for prompt payment.)

- a. The Maximum Order value for the following Special Item Numbers (SINs) is \$500,000:
Special Item Number 132-51 - Information Technology Professional Services

- b. The Maximum Order value for the following Special Item Numbers (SINs) is \$25,000:

12. ORDERING PROCEDURES FOR FEDERAL SUPPLY SCHEDULE CONTRACTS

Ordering activities shall use the ordering procedures of Federal Acquisition Regulation (FAR) 8.405 when placing an order or establishing a BPA for supplies or services. These procedures apply to all schedules.

- a. FAR 8.405-1 Ordering procedures for supplies, and services not requiring a statement of work.
- b. FAR 8.405-2 Ordering procedures for services requiring a statement of work.

13. FEDERAL INFORMATION TECHNOLOGY/TELECOMMUNICATION STANDARDS

REQUIREMENTS: ordering activities acquiring products from this Schedule must comply with the provisions of the Federal Standards Program, as appropriate (reference: NIST Federal Standards Index). Inquiries to determine whether or not specific products listed herein comply with Federal Information Processing Standards (FIPS) or Federal Telecommunication Standards (FED-STDS), which are cited by ordering activities, shall be responded to promptly by the Contractor.

13.1 FEDERAL INFORMATION PROCESSING STANDARDS PUBLICATIONS (FIPS PUBS):

Information Technology products under this Schedule that do not conform to Federal Information Processing Standards (FIPS) should not be acquired unless a waiver has been granted in accordance with the applicable "FIPS Publication." Federal Information Processing Standards Publications (FIPS PUBS) are issued by the U.S. Department of Commerce, National Institute of Standards and Technology (NIST), pursuant to National Security Act. Information concerning their availability and applicability should be obtained from the National Technical Information Service (NTIS), 5285 Port Royal Road, Springfield, Virginia 22161. FIPS PUBS include voluntary standards when these are adopted for Federal use. Individual orders for FIPS PUBS should be referred to the NTIS Sales Office, and orders for subscription service should be referred to the NTIS Subscription Officer, both at the above address, or telephone number (703) 487-4650.

13.2 FEDERAL TELECOMMUNICATION STANDARDS (FED-STDS): Telecommunication products under this Schedule that do not conform to Federal Telecommunication Standards (FED-STDS) should not be

acquired unless a waiver has been granted in accordance with the applicable "FED-STD." Federal Telecommunication Standards are issued by the U.S. Department of Commerce, National Institute of Standards and Technology (NIST), pursuant to National Security Act. Ordering information and information concerning the availability of FED-STDs should be obtained from the GSA, Federal Acquisition Service, Specification Section, 470 East L'Enfant Plaza, Suite 8100, SW, Washington, DC 20407, telephone number (202)619-8925. Please include a self-addressed mailing label when requesting information by mail. Information concerning their applicability can be obtained by writing or calling the U.S. Department of Commerce, National Institute of Standards and Technology, Gaithersburg, MD 20899, telephone number (301)975-2833.

14. CONTRACTOR TASKS / SPECIAL REQUIREMENTS (C-FSS-370) (NOV 2003)

- (a) Security Clearances: The Contractor may be required to obtain/possess varying levels of security clearances in the performance of orders issued under this contract. All costs associated with obtaining/possessing such security clearances should be factored into the price offered under the Multiple Award Schedule.
- (b) Travel: The Contractor may be required to travel in performance of orders issued under this contract. Allowable travel and per diem charges are governed by Pub .L. 99-234 and FAR Part 31, and are reimbursable by the ordering agency or can be priced as a fixed price item on orders placed under the Multiple Award Schedule. Travel in performance of a task order will only be reimbursable to the extent authorized by the ordering agency. The Industrial Funding Fee does NOT apply to travel and per diem charges.
- (c) Certifications, Licenses and Accreditations: As a commercial practice, the Contractor may be required to obtain/possess any variety of certifications, licenses and accreditations for specific FSC/service code classifications offered. All costs associated with obtaining/ possessing such certifications, licenses and accreditations should be factored into the price offered under the Multiple Award Schedule program.
- (d) Insurance: As a commercial practice, the Contractor may be required to obtain/possess insurance coverage for specific FSC/service code classifications offered. All costs associated with obtaining/possessing such insurance should be factored into the price offered under the Multiple Award Schedule program.
- (e) Personnel: The Contractor may be required to provide key personnel, resumes or skill category descriptions in the performance of orders issued under this contract. Ordering activities may require agency approval of additions or replacements to key personnel.
- (f) Organizational Conflicts of Interest: Where there may be an organizational conflict of interest as determined by the ordering agency, the Contractor's participation in such order may be restricted in accordance with FAR Part 9.5.
- (g) Documentation/Standards: The Contractor may be requested to provide products or services in accordance with rules, regulations, OMB orders, standards and documentation as specified by the agency's order.
- (h) Data/Deliverable Requirements: Any required data/deliverables at the ordering level will be as specified or negotiated in the agency's order.
- (i) Government-Furnished Property: As specified by the agency's order, the Government may provide property, equipment, materials or resources as necessary.
- (j) Availability of Funds: Many Government agencies' operating funds are appropriated for a specific fiscal year. Funds may not be presently available for any orders placed under the contract or any option year. The Government's obligation on orders placed under this contract is contingent upon the availability of appropriated funds from which payment for ordering purposes can be made. No legal liability on the part of the Government for any payment may arise until funds are available to the ordering Contracting Officer.
- (k) Overtime: For professional services, the labor rates in the Schedule should not vary by virtue of the Contractor having worked overtime. For services applicable to the Service Contract Act (as identified in the Schedule), the

labor rates in the Schedule will vary as governed by labor laws (usually assessed a time and a half of the labor rate).

15. CONTRACT ADMINISTRATION FOR ORDERING ACTIVITIES: Any ordering activity, with respect to any one or more delivery orders placed by it under this contract, may exercise the same rights of termination as might the GSA Contracting Officer under provisions of FAR 52.212-4, paragraphs (l) Termination for the ordering activity's convenience, and (m) Termination for Cause (See 52.212-4)

16. GSA ADVANTAGE!

GSA Advantage! is an on-line, interactive electronic information and ordering system that provides on-line access to vendors' schedule prices with ordering information. GSA Advantage! will allow the user to perform various searches across all contracts including, but not limited to:

- (1) Manufacturer;
- (2) Manufacturer's Part Number; and
- (3) Product categories.

Agencies can browse GSA Advantage! by accessing the Internet World Wide Web utilizing a browser (ex.: NetScape). The Internet address is <http://www.gsaadvantage.gov>

17. PURCHASE OF OPEN MARKET ITEMS

NOTE: Open Market Items are also known as incidental items, noncontract items, non-Schedule items, and items not on a Federal Supply Schedule contract. ODCs (Other Direct Costs) are not part of this contract and should be treated as open market purchases. Ordering Activities procuring open market items must follow FAR 8.402(f).

For administrative convenience, an ordering activity contracting officer may add items not on the Federal Supply Multiple Award Schedule (MAS) -- referred to as open market items -- to a Federal Supply Schedule blanket purchase agreement (BPA) or an individual task or delivery order, **only if**-

- (1) All applicable acquisition regulations pertaining to the purchase of the items not on the Federal Supply Schedule have been followed (e.g., publicizing (Part 5), competition requirements (Part 6), acquisition of commercial items (Part 12), contracting methods (Parts 13, 14, and 15), and small business programs (Part 19));
- (2) The ordering activity contracting officer has determined the price for the items not on the Federal Supply Schedule is fair and reasonable;
- (3) The items are clearly labeled on the order as items not on the Federal Supply Schedule; and
- (4) All clauses applicable to items not on the Federal Supply Schedule are included in the order.

18. CONTRACTOR COMMITMENTS, WARRANTIES AND REPRESENTATIONS

a. For the purpose of this contract, commitments, warranties and representations include, in addition to those agreed to for the entire schedule contract:

- (1) Time of delivery/installation quotations for individual orders;
- (2) Technical representations and/or warranties of products concerning performance, total system performance and/or configuration, physical, design and/or functional characteristics and capabilities of a product/equipment/ service/software package submitted in response to requirements which result in orders under this schedule contract.
- (3) Any representations and/or warranties concerning the products made in any literature, description, drawings and/or specifications furnished by the Contractor.

b. The above is not intended to encompass items not currently covered by the GSA Schedule contract.

19. OVERSEAS ACTIVITIES

The terms and conditions of this contract shall apply to all orders for installation, maintenance and repair of equipment in areas listed in the pricelist outside the 48 contiguous states and the District of Columbia, except as indicated below:

N/A

Upon request of the Contractor, the ordering activity may provide the Contractor with logistics support, as available, in accordance with all applicable ordering activity regulations. Such ordering activity support will be provided on a reimbursable basis, and will only be provided to the Contractor's technical personnel whose services are exclusively required for the fulfillment of the terms and conditions of this contract.

20. BLANKET PURCHASE AGREEMENTS (BPAs)

The use of BPAs under any schedule contract to fill repetitive needs for supplies or services is allowable. BPAs may be established with one or more schedule contractors. The number of BPAs to be established is within the discretion of the ordering activity establishing the BPA and should be based on a strategy that is expected to maximize the effectiveness of the BPA(s). Ordering activities shall follow FAR 8.405-3 when creating and implementing BPA(s).

21. CONTRACTOR TEAM ARRANGEMENTS

Contractors participating in contractor team arrangements must abide by all terms and conditions of their respective contracts. This includes compliance with Clauses 552.238-74, Industrial Funding Fee and Sales Reporting, i.e., each contractor (team member) must report sales and remit the IFF for all products and services provided under its individual contract.

22. INSTALLATION, DEINSTALLATION, REINSTALLATION

The Davis-Bacon Act (40 U.S.C. 276a-276a-7) provides that contracts in excess of \$2,000 to which the United States or the District of Columbia is a party for construction, alteration, or repair (including painting and decorating) of public buildings or public works with the United States, shall contain a clause that no laborer or mechanic employed directly upon the site of the work shall receive less than the prevailing wage rates as determined by the Secretary of Labor. The requirements of the Davis-Bacon Act do not apply if the construction work is incidental to the furnishing of supplies, equipment, or services. For example, the requirements do not apply to simple installation or alteration of a public building or public work that is incidental to furnishing supplies or equipment under a supply contract. However, if the construction, alteration or repair is segregable and exceeds \$2,000, then the requirements of the Davis-Bacon Act applies.

The ordering activity issuing the task order against this contract will be responsible for proper administration and enforcement of the Federal labor standards covered by the Davis-Bacon Act. The proper Davis-Bacon wage determination will be issued by the ordering activity at the time a request for quotations is made for applicable construction classified installation, deinstallation, and reinstallation services under SIN 132-8 or 132-9.

23. SECTION 508 COMPLIANCE.

If applicable, Section 508 compliance information on the supplies and services in this contract are available in Electronic and Information Technology (EIT) at the following:

www.thearbeitgroup.com

The EIT standard can be found at: www.Section508.gov/.

24. PRIME CONTRACTOR ORDERING FROM FEDERAL SUPPLY SCHEDULES.

Prime Contractors (on cost reimbursement contracts) placing orders under Federal Supply Schedules, on behalf of an ordering activity, shall follow the terms of the applicable schedule and authorization and include with each order –

- (a) A copy of the authorization from the ordering activity with whom the contractor has the prime contract (unless a copy was previously furnished to the Federal Supply Schedule contractor); and
- (b) The following statement:

This order is placed under written authorization from _____ dated _____. In the event of any inconsistency between the terms and conditions of this order and those of your Federal Supply Schedule contract, the latter will govern.

25. INSURANCE—WORK ON A GOVERNMENT INSTALLATION (JAN 1997)(FAR 52.228-5)

(a) The Contractor shall, at its own expense, provide and maintain during the entire performance of this contract, at least the kinds and minimum amounts of insurance required in the Schedule or elsewhere in the contract.

(b) Before commencing work under this contract, the Contractor shall notify the Contracting Officer in writing that the required insurance has been obtained. The policies evidencing required insurance shall contain an endorsement to the effect that any cancellation or any material change adversely affecting the Government's interest shall not be effective—

(1) For such period as the laws of the State in which this contract is to be performed prescribe; or

(2) Until 30 days after the insurer or the Contractor gives written notice to the Contracting Officer, whichever period is longer.

(c) The Contractor shall insert the substance of this clause, including this paragraph (c), in subcontracts under this contract that require work on a Government installation and shall require subcontractors to provide and maintain the insurance required in the Schedule or elsewhere in the contract. The Contractor shall maintain a copy of all subcontractors' proofs of required insurance, and shall make copies available to the Contracting Officer upon request.

26. SOFTWARE INTEROPERABILITY.

Offerors are encouraged to identify within their software items any component interfaces that support open standard interoperability. An item's interface may be identified as interoperable on the basis of participation in a Government agency-sponsored program or in an independent organization program. Interfaces may be identified by reference to an interface registered in the component registry located at <http://www.core.gov>.

27. ADVANCE PAYMENTS

A payment under this contract to provide a service or deliver an article for the United States Government may not be more than the value of the service already provided or the article already delivered. Advance or pre-payment is not authorized or allowed under this contract. (31 U.S.C. 3324)

TERMS AND CONDITIONS APPLICABLE TO INFORMATION TECHNOLOGY (IT) PROFESSIONAL SERVICES (SPECIAL ITEM NUMBER 132-51)
--

1. SCOPE

- a. The prices, terms and conditions stated under Special Item Number 132-51 Information Technology Professional Services apply exclusively to IT Professional Services within the scope of this Information Technology Schedule.
- b. The Contractor shall provide services at the Contractor's facility and/or at the ordering activity location, as agreed to by the Contractor and the ordering activity.

2. PERFORMANCE INCENTIVES I-FSS-60 Performance Incentives (April 2000)

- a. Performance incentives may be agreed upon between the Contractor and the ordering activity on individual fixed price orders or Blanket Purchase Agreements under this contract.
- b. The ordering activity must establish a maximum performance incentive price for these services and/or total solutions on individual orders or Blanket Purchase Agreements.
- c. Incentives should be designed to relate results achieved by the contractor to specified targets. To the maximum extent practicable, ordering activities shall consider establishing incentives where performance is critical to the ordering activity's mission and incentives are likely to motivate the contractor. Incentives shall be based on objectively measurable tasks.

3. ORDER

- a. Agencies may use written orders, EDI orders, blanket purchase agreements, individual purchase orders, or task orders for ordering services under this contract. Blanket Purchase Agreements shall not extend beyond the end of the contract period; all services and delivery shall be made and the contract terms and conditions shall continue in effect until the completion of the order. Orders for tasks which extend beyond the fiscal year for which funds are available shall include FAR 52.232-19 (Deviation – May 2003) Availability of Funds for the Next Fiscal Year. The purchase order shall specify the availability of funds and the period for which funds are available.
- b. All task orders are subject to the terms and conditions of the contract. In the event of conflict between a task order and the contract, the contract will take precedence.

4. PERFORMANCE OF SERVICES

- a. The Contractor shall commence performance of services on the date agreed to by the Contractor and the ordering activity.
- b. The Contractor agrees to render services only during normal working hours, unless otherwise agreed to by the Contractor and the ordering activity.
- c. The ordering activity should include the criteria for satisfactory completion for each task in the Statement of Work or Delivery Order. Services shall be completed in a good and workmanlike manner.
- d. Any Contractor travel required in the performance of IT/IAM Services must comply with the Federal Travel Regulation or Joint Travel Regulations, as applicable, in effect on the date(s) the travel is performed. Established Federal Government per diem rates will apply to all Contractor travel. Contractors cannot use GSA city pair contracts.

5. STOP-WORK ORDER (FAR 52.242-15) (AUG 1989)

(a) The Contracting Officer may, at any time, by written order to the Contractor, require the Contractor to stop all, or any part, of the work called for by this contract for a period of 90 days after the order is delivered to the Contractor, and for any further period to which the parties may agree. The order shall be specifically identified as a stop-work order issued under this clause. Upon receipt of the order, the Contractor shall immediately comply with its terms and take all reasonable steps to minimize the incurrence of costs allocable to the work covered by the order during the period of work stoppage. Within a period of 90 days after a stop-work is delivered to the Contractor, or within any extension of that period to which the parties shall have agreed, the Contracting Officer shall either-

(1) Cancel the stop-work order; or

(2) Terminate the work covered by the order as provided in the Default, or the Termination for Convenience of the Government, clause of this contract.

(b) If a stop-work order issued under this clause is canceled or the period of the order or any extension thereof expires, the Contractor shall resume work. The Contracting Officer shall make an equitable adjustment in the delivery schedule or contract price, or both, and the contract shall be modified, in writing, accordingly, if-

(1) The stop-work order results in an increase in the time required for, or in the Contractor's cost properly allocable to, the performance of any part of this contract; and

(2) The Contractor asserts its right to the adjustment within 30 days after the end of the period of work stoppage; provided, that, if the Contracting Officer decides the facts justify the action, the Contracting Officer may receive and act upon the claim submitted at any time before final payment under this contract.

(c) If a stop-work order is not canceled and the work covered by the order is terminated for the convenience of the Government, the Contracting Officer shall allow reasonable costs resulting from the stop-work order in arriving at the termination settlement.

(d) If a stop-work order is not canceled and the work covered by the order is terminated for default, the Contracting Officer shall allow, by equitable adjustment or otherwise, reasonable costs resulting from the stop-work order.

6. INSPECTION OF SERVICES

In accordance with FAR 52.212-4 CONTRACT TERMS AND CONDITIONS--COMMERCIAL ITEMS (MAR 2009) (DEVIATION I - FEB 2007) for Firm-Fixed Price orders and FAR 52.212-4 CONTRACT TERMS AND CONDITIONS -COMMERCIAL ITEMS (MAR 2009) (ALTERNATE I - OCT 2008) (DEVIATION I - FEB 2007) applies to Time-and-Materials and Labor-Hour Contracts orders placed under this contract.

7. RESPONSIBILITIES OF THE CONTRACTOR

The Contractor shall comply with all laws, ordinances, and regulations (Federal, State, City, or otherwise) covering work of this character. If the end product of a task order is software, then FAR 52.227-14 (Dec 2007) Rights in Data - General, may apply.

8. RESPONSIBILITIES OF THE ORDERING ACTIVITY

Subject to security regulations, the ordering activity shall permit Contractor access to all facilities necessary to perform the requisite IT/IAM Professional Services.

9. INDEPENDENT CONTRACTOR

All IT Professional Services performed by the Contractor under the terms of this contract shall be as an independent Contractor, and not as an agent or employee of the ordering activity.

10. ORGANIZATIONAL CONFLICTS OF INTEREST

a. Definitions.

“Contractor” means the person, firm, unincorporated association, joint venture, partnership, or corporation that is a party to this contract.

“Contractor and its affiliates” and “Contractor or its affiliates” refers to the Contractor, its chief executives, directors, officers, subsidiaries, affiliates, subcontractors at any tier, and consultants and any joint venture involving the Contractor, any entity into or with which the Contractor subsequently merges or affiliates, or any other successor or assignee of the Contractor.

An “Organizational conflict of interest” exists when the nature of the work to be performed under a proposed ordering activity contract, without some restriction on ordering activities by the Contractor and its affiliates, may either (i) result in an unfair competitive advantage to the Contractor or its affiliates or (ii) impair the Contractor’s or its affiliates’ objectivity in performing contract work.

b. To avoid an organizational or financial conflict of interest and to avoid prejudicing the best interests of the ordering activity, ordering activities may place restrictions on the Contractors, its affiliates, chief executives, directors, subsidiaries and subcontractors at any tier when placing orders against schedule contracts. Such restrictions shall be consistent with FAR 9.505 and shall be designed to avoid, neutralize, or mitigate organizational conflicts of interest that might otherwise exist in situations related to individual orders placed against the schedule contract. Examples of situations, which may require restrictions, are provided at FAR 9.508.

11. INVOICES

The Contractor, upon completion of the work ordered, shall submit invoices for IT/IAM Professional services. Progress payments may be authorized by the ordering activity on individual orders if appropriate. Progress payments shall be based upon completion of defined milestones or interim products. Invoices shall be submitted monthly for recurring services performed during the preceding month.

12. PAYMENTS

For firm-fixed price orders the ordering activity shall pay the Contractor, upon submission of proper invoices or vouchers, the prices stipulated in this contract for service rendered and accepted. Progress payments shall be made only when authorized by the order. For time-and-materials orders, the Payments under Time-and-Materials and Labor-Hour Contracts at FAR 52.212-4 (MAR 2009) (ALTERNATE I – OCT 2008) (DEVIATION I – FEB 2007) applies to time-and-materials orders placed under this contract. For labor-hour orders, the Payment under Time-and-Materials and Labor-Hour Contracts at FAR 52.212-4 (MAR 2009) (ALTERNATE I – OCT 2008) (DEVIATION I – FEB 2007) applies to labor-hour orders placed under this contract. 52.216-31(Feb 2007) Time-and-Materials/Labor-Hour Proposal Requirements—Commercial Item Acquisition As prescribed in 16.601(e)(3), insert the following provision:

(a) The Government contemplates award of a Time-and-Materials or Labor-Hour type of contract resulting from this solicitation.

(b) The offeror must specify fixed hourly rates in its offer that include wages, overhead, general and administrative expenses, and profit. The offeror must specify whether the fixed hourly rate for each labor category applies to labor performed by—

- (1) The offeror;
- (2) Subcontractors; and/or

(3) Divisions, subsidiaries, or affiliates of the offeror under a common control.

13. RESUMES

Resumes shall be provided to the GSA Contracting Officer or the user ordering activity upon request.

14. INCIDENTAL SUPPORT COSTS

Incidental support costs are available outside the scope of this contract. The costs will be negotiated separately with the ordering activity in accordance with the guidelines set forth in the FAR.

15. APPROVAL OF SUBCONTRACTS

The ordering activity may require that the Contractor receive, from the ordering activity's Contracting Officer, written consent before placing any subcontract for furnishing any of the work called for in a task order.

16. DESCRIPTION OF IT PROFESSIONAL SERVICES AND PRICING

a. The Contractor shall provide a description of each type of IT Service offered under Special Item Numbers 132-51 IT/IAM Professional Services should be presented in the same manner as the Contractor sells to its commercial and other ordering activity customers. If the Contractor is proposing hourly rates, a description of all corresponding commercial job titles (labor categories) for those individuals who will perform the service should be provided.

b. Pricing for all IT Professional Services shall be in accordance with the Contractor's customary commercial practices; e.g., hourly rates, monthly rates, term rates, and/or fixed prices, minimum general experience and minimum education.

The following is an example of the manner in which the description of a commercial job title should be presented:

EXAMPLE: Commercial Job Title: System Engineer

Minimum/General Experience: Three (3) years of technical experience which applies to systems analysis and design techniques for complex computer systems. Requires competence in all phases of systems analysis techniques, concepts and methods; also requires knowledge of available hardware, system software, input/output devices, structure and management practices.

Functional Responsibility: Guides users in formulating requirements, advises alternative approaches, conducts feasibility studies.

Minimum Education: Bachelor's Degree in Computer Science

Labor Category Descriptions

Skill Title: Hardware /Software Technician (HW/SW Technician)

Minimum/General Experience: Three years of relevant experience and an intermediate-level understanding of networking principles along with a solid knowledge of computer systems and their components.

Functional Responsibilities: The Hardware/Software Technician manages maintenance of hardware, software, and peripheral equipment. This team member repairs and tests computers, servers, and networks. In addition, the Hardware/Software Technician performs a variety of IT support services to include hardware maintenance and upgrades. This individual monitors systems using the network management tools to identify and resolve hardware and software issues, and performs systems installations and modifications.

Minimum Education: Must have a Bachelors degree in related field or three years of additional relevant experience.

Certifications: A+, or Oracle Certified Professional (OCP), or Microsoft Certified Systems Engineer (MCSE), or Microsoft Certified Professional (MCP), or Microsoft Certified Professional + Internet (MCP+I)

SubSINs: D301, D302, D306, D307, D308, D310, D313, D316

Skill Title: Jr Project Manager

Minimum/General Experience: Three years of relevant experience working for Federal clients. Manages strategies and provides constant customer service support.

Functional Responsibilities: The Jr. Project Manager is primarily responsible for developing communications and end user support strategies. This staffer demonstrates effective written and verbal communications, and has proven interpersonal and time management skills. The Jr. Project Manager creates deliverables and provides the Project Manager with weekly (and detailed) metrics. This team member works with the content development group to support clients with quality advertisements at the direction of the government. The Jr. Project Manager also manages multiple clients and changing priorities without supervision.

Minimum Education: Must have a Bachelors degree or three years of additional relevant experience.

Certifications: Information Assurance

SubSINs: D301, D313, D316

Skill Title: Network Engineer/Administrator

Minimum/General Experience: Three years of relevant experience evaluating network architecture design and troubleshooting a range of network issues. Exercises a thorough understanding of networking principles and has a solid knowledge of VMWare and VLANs.

Functional Responsibilities: The Network Engineer/Administrator performs a variety of network engineering and administrative services. This staff member is primarily responsible for providing network connectivity solutions, deploying new systems, and offering daily support. The Network Engineer/Administrator responsibilities encompass all duties related to the connectivity between all systems and servers. This individual oversees the provisioning of new systems and configuration of TCP ports, has a solid knowledge of network infrastructures, and can resolve network-related issues with accuracy and efficiency.

Minimum Education: Must have a Bachelors degree or three years of additional relevant experience.

Certifications: Oracle Certified Professional (OCP), Microsoft Certified Systems Engineer (MCSE), Microsoft Certified Professional (MCP), Microsoft Certified Professional + Internet (MCP+I), Cisco Certified Network Associate (CCNA)

SubSINs: D301, D302, D306, D307, D308, D310, D311, D313, D316

Skill Title: Programmer/Analyst

Minimum/General Experience: Three years of relevant experience along with a thorough understanding of software development principles and processes. Experience configuring Microsoft Web and SQL servers while troubleshooting configuration issues.

Functional Responsibilities: The Programmer/Analyst performs a variety of programming and analytical services. This team member is primarily responsible for assisting in the development of applications and writes, reviews, and modifies computer software. In addition, the Programmer/Analyst facilitates training both individually and within group settings for employees and clients with regard to the use and upgrades of software. This individual develops software applications to integrate various COTS packages and develops application components such as business logic modules. The Programmer/Analyst also leads training associated with the use of new and/or upgraded software.

Minimum Education: Must have a Bachelors degree in related field or three years of additional relevant experience.

Certifications: Oracle Certified Professional (OCP), or Microsoft Certified Systems Engineer (MCSE), or Microsoft Certified Professional (MCP), or Microsoft Certified Professional + Internet (MCP+I)

SubSINs: D301, D302, D306, D307, D308, D310, D311, D313, D316

Skill Title: Project Manager (PM)

Minimum/General Experience: Five years of relevant experience in a business analyst, project management, or information technology role while working in a complex business and systems environment.

Functional Responsibilities: Serves as primary liaison to business customers and provides recommendations for improved system processes. Monitors project progress and ensures development of deliverables, quality assurance, and exceptional customer service. Reports status to client and identifies and resolves risks that impact project completion. Adjusts resources as necessary to ensure project success. Provides work direction and feedback to all team members and assists them in issue resolution. Assists in staffing activities related to project. Develops new processes as necessary to ensure mission-critical systems are completed; provides expertise in identifying methodologies for large-scale development efforts. Leads or participates in business process redesign teams. Prepares and delivers formal presentations to colleagues and management. Shares “best practices” for staff development and technical expertise. Exhibits a solid knowledge of hardware/software technologies, mainframe and PC platforms. Ensures compliance with architectural design and divisional system integration standards/guidelines. Ensures systems are consistent with standards/operating procedures. Supervises team members to include providing individual feedback, operating rules, timely completion of detailed timesheets, and the tracking of training and vacation plans.

Minimum Education: Must have a Bachelors degree or five years of additional relevant experience.

Certifications: Project Management Institute (PMI), Project Management Professional (PMP)

SubSINs: D301, D302, D306, D307, D308, D310, D311, D313, D316

Skill Title: Project Manager III

Minimum/General Experience: Five years of relevant experience in field of audio/video technology arena.

Functional Responsibilities: Analyzes operational or management reports or records. Develops policies, procedures, methods, or standards to manage projects and costs. Coordinates labor, materials, and equipment activities on projects. Manages project crews, prepares work schedules, and assigns specific project duties. Develops and maintains cooperative working relationships with internal and external customers. Acts as first point-of-contact for customers during installations, and acts as liaison between

technicians and customers throughout project. Provides excellent customer service and evaluates project and lessons learned via post-project review processes.

Minimum Education: Must have a Bachelors degree in related field or five years of additional relevant experience.

Certifications: Project Management Professional (PMP), or Certified Technology Specialist (CTS), or Certified Technology Specialist-Installation (CTS-I), or A+

SubSINs: D301, D302, D306, D307, D308, D310, D311, D313, D316

Skill Title: Senior Engineer

Minimum/General Experience: Five years of relevant experience in the video teleconferencing field.

Functional Responsibilities: The Senior Engineer provides technical support for conference call monitoring, produces performance reports, and troubleshoots video conferencing-related issues. This team member works directly with internal customers to assist with video conference setup and equipment use. The Senior Engineer's responsibilities also include set up and monitoring of point-to-point, multipoint, and ad-hoc video conferences over IP and ISDN. This individual analyzes requirements for video and multimedia technologies and services, and recommends preferred solutions to IT management. In addition, this staff member manages streaming video and recording technologies for editing, playback, and publishing of video events and conferences. The Senior Engineer's secondary responsibilities include video support of live events and ceremonies, and backup assistance for the video production staff. This team member also assists the Project Manager with administrative tasks (as assigned).

Minimum Education: Must have a Bachelors degree in related field or five years of additional relevant experience.

Certifications: Certified Technology Specialist (CTS), or Certified Technology Specialist-Installation (CTS-I), or A+

SubSINs: D301, D302, D306, D307, D308, D310, D313, D316

Skill Title: Audio Visual Technician I

Minimum/General Experience: Two years of relevant experience in the audio/video arena.

Functional Responsibilities: The Subject Matter Expert I has extensive knowledge of the video conferencing industry. The position is part of a team that serves as the point-of-contact for all video conferencing-related activities. The Subject Matter Expert I facilitates the use of secure video conferencing resources and, therefore, is familiar with video systems to include video projectors, video players, computers, and sound and public address (PA) systems. The Subject Matter Expert I also manages multiple tasks, initiates effective problem resolution, and participates in team and cross-team projects. This team member has experience with the planning, design, and implementation of secure video conferencing systems.

Minimum Education: Must have an Associates degree in a related field or two years of additional relevant experience.

Certifications: Certified Technology Specialist (CTS), or Certified Technology Specialist-Installation (CTS-I), or A+

SubSINs: D301, D316

Skill Title: Audio Visual Technician II

Minimum/General Experience: Three years of relevant experience in the audio/video arena.

Functional Responsibilities: The Subject Matter Expert II exhibits extensive knowledge of the video conferencing industry. This individual serves as the point-of-contact for all video conferencing-related activities. In addition, the Subject Matter Expert II facilitates the use of video conferencing resources and, therefore, is familiar with video systems to include video projectors, video players, computers, and sound and public address (PA) systems. This team member manages multiple tasks, initiates effective problem

resolution, and participates in team and cross-team projects. The Subject Matter Expert II also has experience planning, designing, and implementing audio and video conferencing systems.

Minimum Education: Must have an Associates degree in related field or three years of additional relevant experience.

Certifications: Certified Technology Specialist (CTS), Certified Technology Specialist-Installation (CTS-I), A+

SubSINs: D301, D316

Skill Title: Audio Visual Technician III

Minimum/General Experience: Four years of relevant experience in the audio/video arena.

Functional Responsibilities: Performs preventive maintenance on VTC systems and equipment, resolves system operational problems by troubleshooting and performing fault isolation, and repairs, replaces, or reprograms faulty equipment. Conducts intricate alignment and calibration procedures to ensure maximum operating efficiency, schedules VTC sessions, maintains a call schedule, and coordinates reservation and scheduling of VTC services with external agencies. Acts as the equipment custodian and performs inventory management and accountability functions. Exhibits demonstrated experience using Crestron & Tandberg equipment along with experience with Tier II troubleshooting and problem solving of all VTC technical issues. Provides a full working knowledge of commercial construction methods, wall framing, and structural engineering. Also performs daily field reporting to Project Manager.

Minimum Education: Must have an Associates degree in related field or four years of additional relevant experience.

Certifications: Certified Technology Specialist (CTS), or Certified Technology Specialist-Installation (CTS-I), or A+

SubSINs: D301, D302, D306, D307, D310, D313, D316

Skill Title: Website and Design Specialist

Minimum/General Experience: Three years of relevant experience in the graphic arts arena.

Functional Responsibilities: The Website and Design Specialist is responsible for uploading, scheduling, and tracking certain metrics on the content development lifecycle. This staffer is proficient using Adobe Creative (Suites 4, 5) Master Collection and has a solid knowledge of Adobe Flash and Adobe After Effects. The Website and Design Specialist ensures client approval on all projects, making any necessary revisions. In addition, this individual may consult with the Jr. Project Manager to gain additional insight based on the complexity of the project.

Minimum Education: Must have a Bachelors degree or three years of additional relevant experience.

Certifications: Microsoft Office Specialist (MOS)

SubSINs: D308, D313

Skill Title: Web Developer

Minimum/General Experience: Seven years of relevant experience building websites and Web applications using Microsoft development tools along with a solid understanding of both .NET and Java technologies.

Functional Responsibilities: The Web Developer is responsible for all aspects of developing websites and Web applications. This individual provides expert technical leadership in website development. In addition, the Web Developer recommends objective and comprehensive technical options for business problems and mentors/guides other team members. This staff member also leads and drives development projects to successfully implement websites and Web applications. The Web Developer initiates, plans, executes, and controls projects to meet requirements and schedules. This team member also assumes responsibility for all standard methodology phases and has familiarity with change control processes and full acceptance of those guidelines. The Web Developer works closely with security/compliance resources

to ensure website security. This staff member introduces preventive measures when resolving production problems and demonstrates strong initiative and commitment to the organization. In addition, the Web Developer supports service-level agreements with periodic on-call/production support responsibilities and acts as a team player/self-starter with the ability to analyze tasks, work independently, and drive projects to completion.

Minimum Education: Must have a Bachelors degree in related field or seven years of additional relevant experience.

Certifications: Microsoft Certified Systems Engineer (MCSE), Microsoft Certified Professional (MCP), or Microsoft Certified Professional + Internet (MCP+I)

SubSINs: D302, D306, D307, D308, D310, D311, D313, D316

The Arbeit Group, Inc
GSA Pricelist

Special Item Number	Labor Category Title	GSA Rate
132-51	Hardware /Software Technician	\$100.53
132-51	Jr. Project Manager	\$82.41
132-51	Network Engineer/Administrator	\$82.06
132-51	Programmer/Analyst	\$80.01
132-51	Project Manager	\$157.41
132-51	Project Manager III	\$102.94
132-51	Senior Engineer	\$82.46
132-51	Audio Visual Techician I	\$54.77
132-51	Audio Visual Techician II	\$63.64
132-51	Audio Visual Techician III	\$72.55
132-51	Web Developer	\$73.51
132-51	Website and Design Specialist	\$85.23

SubSIN Descriptions

Facility Management (D301)

TAG provides an IT support team that is not only technically savvy with an in-depth knowledge of hardware peripheral components relative to the installation of computers, telecommunications devices, and audio/video equipment, but these individuals also have a concrete understanding of commercial construction methods, wall framing, and structural engineering. Our team realizes the critical need to comprehend facility infrastructures and has proven experience coordinating, configuring, and installing equipment per specification and in accordance with Standard Operating Procedures (SOPs) and designated guidelines.

Systems Development Services (D302)

TAG's team of software developers and network engineers has demonstrated experience evaluating IT environments and building systems aligned with requirements. Our team has a solid understanding of the Software Development Lifecycle (SDLC) and provides a thorough comprehension of application business rules and processes. In addition, TAG's team is fluent in a number of application development languages including Java, JavaScript, and C++ , has experience building multi-tier applications, understands .NET technology, and realizes the importance of efficient assessment, design, testing, development, and documentation.

Systems Analysis Services (D306)

TAG staffs personnel with demonstrated experience evaluating IT environments and providing performance monitoring, application management, and analytical trend analysis. The team provides systems analysis support, identifies and defines risks and issues, and analyzes system platforms. Our engineers ensure hardware and software compatibility, and revise systems and procedures in order to correct deficiencies. In addition, our team has experience collaborating with business stakeholders, clients, and project managers.

Automated Information Systems Services (D307)

TAG provides personnel with extensive experience working with a range of hardware and software components in order to build systems to meet specific information-handling requirements. In its evaluation and assessment process, team members analyze technical alternatives and have a systematic approach to determining cost-effective and efficient strategies/solutions. Additionally, these individuals have solid communications skills and are able to adequately prepare results and make viable recommendations.

Programming Services (D308)

TAG provides personnel who are analytical problem solvers with the ability to design, develop, debug, unit test, and document software. Our engineers have in-depth technical knowledge and insight along with experience using JAVA, JavaScript, Websphere Application Server, and .NET technology. This team has a concrete understanding of the Software Development Lifecycle (SDLC) and provides an in-depth comprehension of application business rules and processes. In addition, developers have a thorough understanding of a range of technical and architectural concepts including Rational Unified Process (RUP), Agile development methods, and Model Driven Architecture.

Backup and Security Services (D310)

TAG provides personnel with a concrete understanding of hardware peripherals, software, network security, and firewalls. In addition, our engineers are analytical and innovative thinkers with experience implementing and maintaining network security plans, performing data backup and recovery, working quickly (as applicable) to resolve mission-critical issues, troubleshooting and diagnosing errors, and providing clear communications within a team dynamic.

Data Conversion Services (D311)

TAG's data conversion team analyzes information and determines conversion specifications while providing well-documented requirements to the development team. Our engineers are thoroughly familiar with data conversion processes and have proven experience extracting, validating, and loading data as well as designing, developing, and executing tests to confirm data conversion success.

Computer-Aided Design/Manufacturing Services (D313)

TAG's team of engineers has experience preparing complex designs and developing concepts per specification. Staffers have vision along with the technical and analytical insight to develop complex drawings with efficiency using emerging technologies as appropriate.

Telecommunications Network Management Services (D316)

TAG provides robust technical support to review, analyze, establish, maintain, and troubleshoot telecommunications systems/environments. Our team meticulously designs, develops, and tests telecommunications software solutions and provides effective and efficient recommendations to the management staff. Our engineers have a demonstrated understanding of telecommunications hardware and software components and have the technical insight, experience, and analytical skills to support complex environments.

USA COMMITMENT TO PROMOTE SMALL BUSINESS PARTICIPATION PROCUREMENT PROGRAMS

PREAMBLE

(**The Arbeit Group, Inc**) provides commercial products and services to ordering activities. We are committed to promoting participation of small, small disadvantaged and women-owned small businesses in our contracts. We pledge to provide opportunities to the small business community through reselling opportunities, mentor-protégé programs, joint ventures, teaming arrangements, and subcontracting.

COMMITMENT

To actively seek and partner with small businesses.

To identify, qualify, mentor and develop small, small disadvantaged and women-owned small businesses by purchasing from these businesses whenever practical.

To develop and promote company policy initiatives that demonstrate our support for awarding contracts and subcontracts to small business concerns.

To undertake significant efforts to determine the potential of small, small disadvantaged and women-owned small business to supply products and services to our company.

To insure procurement opportunities are designed to permit the maximum possible participation of small, small disadvantaged, and women-owned small businesses.

To attend business opportunity workshops, minority business enterprise seminars, trade fairs, procurement conferences, etc., to identify and increase small businesses with whom to partner.

To publicize in our marketing publications our interest in meeting small businesses that may be interested in subcontracting opportunities.

We signify our commitment to work in partnership with small, small disadvantaged and women-owned small businesses to promote and increase their participation in ordering activity contracts. To accelerate potential opportunities please contact (**The Arbeit Group, Inc, Tracy Mitchell, (301) 574-4652 ext 101, tmitchell@thearbeitgroup.com, (240) 770-2418**).

**BEST VALUE
BLANKET PURCHASE AGREEMENT
FEDERAL SUPPLY SCHEDULE**

(The Arbeit Group, Inc)

In the spirit of the Federal Acquisition Streamlining Act (ordering activity) and **(The Arbeit Group, Inc)** enter into a cooperative agreement to further reduce the administrative costs of acquiring commercial items from the General Services Administration (GSA) Federal Supply Schedule Contract(s) _____.

Federal Supply Schedule contract BPAs eliminate contracting and open market costs such as: search for sources; the development of technical documents, solicitations and the evaluation of offers. Teaming Arrangements are permitted with Federal Supply Schedule Contractors in accordance with Federal Acquisition Regulation (FAR) 9.6.

This BPA will further decrease costs, reduce paperwork, and save time by eliminating the need for repetitive, individual purchases from the schedule contract. The end result is to create a purchasing mechanism for the ordering activity that works better and costs less.

Signatures

Ordering Activity

Date

Contractor

Date

BPA NUMBER_____

(The Arbeit Group, Inc)
BLANKET PURCHASE AGREEMENT

Pursuant to GSA Federal Supply Schedule Contract Number(s)_____, Blanket Purchase Agreements, the Contractor agrees to the following terms of a Blanket Purchase Agreement (BPA) EXCLUSIVELY WITH (ordering activity):

- (1) The following contract items can be ordered under this BPA. All orders placed against this BPA are subject to the terms and conditions of the contract, except as noted below:

MODEL NUMBER/PART NUMBER	*SPECIAL BPA DISCOUNT/PRICE
_____	_____
_____	_____
_____	_____

- (2) Delivery:

DESTINATION	DELIVERY SCHEDULES / DATES
_____	_____
_____	_____
_____	_____

- (3) The ordering activity estimates, but does not guarantee, that the volume of purchases through this agreement will be _____.

- (4) This BPA does not obligate any funds.

- (5) This BPA expires on _____ or at the end of the contract period, whichever is earlier.

- (6) The following office(s) is hereby authorized to place orders under this BPA:

OFFICE	POINT OF CONTACT
_____	_____
_____	_____
_____	_____

- (7) Orders will be placed against this BPA via Electronic Data Interchange (EDI), FAX, or paper.

- (8) Unless otherwise agreed to, all deliveries under this BPA must be accompanied by delivery tickets or sales slips that must contain the following information as a minimum:

- (a) Name of Contractor;
- (b) Contract Number;
- (c) BPA Number;
- (d) Model Number or National Stock Number (NSN);

- (e) Purchase Order Number;
- (f) Date of Purchase;
- (g) Quantity, Unit Price, and Extension of Each Item (unit prices and extensions need not be shown when incompatible with the use of automated systems; provided, that the invoice is itemized to show the information); and
- (h) Date of Shipment.

(9) The requirements of a proper invoice are specified in the Federal Supply Schedule contract. Invoices will be submitted to the address specified within the purchase order transmission issued against this BPA.

(10) The terms and conditions included in this BPA apply to all purchases made pursuant to it. In the event of an inconsistency between the provisions of this BPA and the Contractor's invoice, the provisions of this BPA will take precedence.

BASIC GUIDELINES FOR USING "CONTRACTOR TEAM ARRANGEMENTS"

Federal Supply Schedule Contractors may use "Contractor Team Arrangements" (see FAR 9.6) to provide solutions when responding to a ordering activity requirements.

These Team Arrangements can be included under a Blanket Purchase Agreement (BPA). BPAs are permitted under all Federal Supply Schedule contracts.

Orders under a Team Arrangement are subject to terms and conditions or the Federal Supply Schedule Contract.

Participation in a Team Arrangement is limited to Federal Supply Schedule Contractors.

Customers should refer to FAR 9.6 for specific details on Team Arrangements.

Here is a general outline on how it works:

- The customer identifies their requirements.
- Federal Supply Schedule Contractors may individually meet the customers needs, or -
- Federal Supply Schedule Contractors may individually submit a Schedules "Team Solution" to meet the customer's requirement.
- Customers make a best value selection.